

SASID Guide

Rhode Island Department of Education

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Latest version of this document can be viewed online at
http://www.eride.ri.gov/doc/sasid_guide.pdf

The establishment of the State Assigned Student Identifier (SASID) will simplify our data compliance with NCLB, streamline information gathering and dissemination statewide, and systematize efforts to track students, programs and large-scale reform initiatives. This document provides the step-by-step instructions on how to locate a SASID, how to incorporate the SASID in your district or school's Student Information System (SIS) and how to use and maintain the system.

Accessing SASID

1. You need to obtain an eRIDE account in order to access SASID. eRIDE is the Department's Web-based Information Services portal. The public Web address for eRIDE is <http://www.eride.ri.gov/>, the internal URL is <http://192.168.3.6/>.
2. If you currently do not have an eRIDE account, you will need to contact your district SIS administrator to request for a login account.
3. Once your login account is established and activated, your district SIS administrator will then connect you to SASID through the eRIDE portal.
4. For further instructions on how to use the eRIDE portal, please see the eRIDE Guide. An online version is also available on eRIDE (http://www.eride.ri.gov/doc/eride_guide.pdf).

Locating a SASID

1. Login to eRIDE, click on SASID. For SASID Administrators, click on SASID Admin.
2. Type the student's last name and/or first name, click on Find.
 - a. Acceptable naming for locating the SASID for Michael Bates: 'Bates', 'bates, m', 'bates, mic'.
 - b. Unacceptable naming: 'michael bates', 'bates,', 'bates,m', 'bates,mic'.
 - c. click on 'district-wide' if you want to narrow the search to district-wide rather than state-wide.
3. If more than one matches are found, verify by other key demographics, e.g., DOB.
4. Always begin with last name and/or first initial of the first name.
5. Always begin the search State-wide first.
6. Future implementations:
 - a. Advanced search menu where student can be located by additional demographics and district of attendance, the use of SSN.
 - b. The use of commercially developed name search engine to improve search accuracy and efficiency

Requesting for SASID

For newly enrolled students where SASIDs have not been assigned, you may request for SASIDs in “Individual Student Model” or in “Batch Mode”.

1. To request for an ID one student at a time, click on ‘Request for a SASID’, complete the student information form, click on ‘Submit’. All fields are required.
2. To request for a group of students, click on ‘Request for SASID in Batch’, and then follow the step-by-step instructions.
3. All newly enrolled students pending for SASID will be listed upon submission.
4. Update or delete student records before they are processed for SASID.

Incorporating SASID in Local SIS

1. Establish a SASID field in your SIS. The SASID field needs to be a 10-digit alpha-numeric field. You may need to work with your SIS vendor to establish this field if it currently does not exist.
2. Login to eRIDE, click on SASID.
3. Click on ‘download SASID for entire district’, save the Excel document when prompted.
 - a. if your browser does not prompt for download, you may simply copy the records and paste them in an Excel spreadsheet document and save the document;
 - b. if you continue to have trouble downloading the records/file, please contact our SASID administrator (sasid@ride.ri.net), we will email you the file.
4. Open and export the records (into a flat file, e.g.) that are acceptable to your SIS standards.
5. Merge the records by the Locally Assigned Student Identifiers (LASID). Please note that while other student demographics and school information are provided in the downloaded file, you ONLY need to merge the SASID field to your SIS.
6. For students that are new to the district since the last data submission (October 2003), their names may not be on the downloaded list. Here is how to handle these students:
 - a. If they are transfers from another district within the State, you may locate their SASIDs by following the instructions under ‘Locating a SASID’.
 - b. If they are transfers from out of State, and they can not be located in the SASID Locator system, you need to request for new SASIDs for these students (see following instructions on ‘Requesting for SASID’).

Generating and Authorizing SASID – Administrative Function

LEAs may appoint a SASID coordinator or administrator to be responsible to review the requests for new SASIDs and to generate IDs for immediate use (see Appendix – 2 for a listing of current SASID Administrators). The State SASID administrator reviews the newly generated IDs to further ensure the ID uniqueness and accuracy.

To generate or locate a SASID or SASIDs for a group of students:

1. click on ‘List Students Pending for SASID’;
2. review, verify list, make all necessary corrections/updates/deletions;
3. click on ‘batch-assign SASID’ (this procedure automatically generates and assigns SASID for the bulk of students on the SASID-pending list);
4. click on ‘assign ...’ for each of the remaining students;
5. click on ‘transfer ...’ if a match is determined to exit; click on ‘assign ...’ if otherwise.

Maintaining Student Information

Over the next few months, RIDE will be working with the local SIS administrators to build a statewide centralized student demographic and enrollment history database where the LEAs may query the student information including school of attendance history in close to real time. The current plan requires the key student information including demographics, grade, school and district of attendance submitted to RIDE four times each year (quarterly) through the following data reporting processes:

Data Collection	Due Date	Primary Purposes	Notes
October membership	Oct 15 th	Enrollment counts	See Record Layout below
December	Dec 15 th	ID Labels for Assessment	See Record Layout below
Spring roster	First week of April	Student counts for testing	See Record Layout below
June EOY Consolidated Reporting	August 1 st	Pupil summary, graduation, dropout, mobility, retention	See Record Layout below, plus information on membership, attendance and exit status.

Program and service information will ultimately be maintained and updated through integrated program Census applications year-round. District program coordinators and data entry staff will be trained separately to integrate SASID in their Census data collections.

Other Recommended Practices

1. On the registration form, we recommend that you add another text box for inputting the SASID.
2. On the student transfer form, we recommend that you add and show the SASID for the student being transferred so that the student is ready to register at another district/school.
3. We recommend districts start collecting students SSN in addition to SASID.
4. We recommend districts continue to use their locally assigned ID (LASID) in addition to SASID.
5. New district personnel must be properly trained before they are allowed to use the SASID system.